

ASIAN YOUTH CENTER

JOB DESCRIPTION

Staff Accountant

The Asian Youth Center, a well established community based non-profit organization, is seeking qualified applicants for the Staff Accountant position. This position, under the supervision of the Fiscal Manager, handles the day-to-day business operation of the Fiscal Department. Although not all inclusive, the Staff Accountant is primarily responsible for accounts receivable, assisting the Fiscal Manager in budget preparation, preparation and processing of invoices for billing, preparing and closing accounting related records, monitoring financial expenses and allocations, and assisting the Fiscal Manager in the preparation of annual and program required audits. Further job description is as follows:

Under the supervision of the Fiscal Manager:

1. Collect and record all agency accounts receivable from agency's fee paying programs.
2. Prepare monthly invoices for performance based programs and quarter ended financial reports (i.e. billing of grant funded programs).
3. Responsible for collecting past due accounts receivable.
4. May assist the Fiscal Manager in processing bi-monthly payroll and benefits of employees.
5. Assist the Fiscal Manager in preparing and revising programs and administrative budgets.
6. Assist the Fiscal Manager during the funding agencies monitoring/fiscal review and year-end audit process by preparing audit schedules and accounts analysis.
7. Perform subcontractor fiscal monitoring review per requirement of contracts.
8. Monitor financial expenses and allocations.
9. Perform other duties assigned by the Executive Director, Deputy Executive Director, and Fiscal Manager.

QUALIFICATIONS

1. Bachelor's Degree from an accredited university in Accounting, Finance or related field.
2. One to two years successful experience in accounting
3. Experience in non-profit accounting preferred.
4. Experience in budget management preferred.
5. Ability to work with others, a "team player".

6. Computer literacy required, particularly a competent working knowledge in the use of Excel and QuickBooks programs.
7. Detailed oriented.
8. Demonstrate a level of confidence, maturity and judgment.

Salary and Benefits

Salary – Negotiable, dependent on level of experience (Please submit salary history)
Full-time, FLSA Status: Exempt. Generous benefits package

Processing

To include interview, and if selected for further processing, background (including credit history check), Live Scan fingerprint check

Application

Recruitment for this position shall be held open till filled. Qualified applicants should submit a resume detailing education, training and work experience and salary history to:

Please submit cover letter, resume, and salary history to Jones Moy, Interim Executive Director via Email: jones.moy@asianyouthcenter.org or by mail to: 100 West Clary Avenue, San Gabriel CA 91776.

The Asian Youth Center is an equal opportunity employment employer and adheres to hiring practices in accordance with Federal and State regulations.